

## **CLASSIFIED LEAVE SUMMARY**

### **A) Sick Leave**

- A full time, 12 month per year, 37.5 hour employee accrues *90 hours (12 days)* of sick leave at the beginning of each fiscal year.
- Probationary employees are allowed to use *up to six (6) days* of sick leave.
- Sick leave *accumulates* from year to year *without limitation*.
- In accordance with Education Code Section 88202, sick leave balance may be *transferable* to and from the District within *one year of separation* from a community college district, office of a superintendent of schools, please complete [request for transfer of accumulated illness leave form](#).
- Upon retirement, sick leave balance is *credited* for additional service.
- Sick leave can be used for *Employee Illness, Immediate Family Illness, and Personal Necessity*. There is a limit amount that can be used for immediate family illness and personal necessity. Please refer to your union contract: [AFSCME sec10](#) / [CSEA sec10](#).
- Absences are reported each month in hours through [Classified Employee Absence Affidavit Form](#) available in the District Portal website.

### **B) Vacation Leave**

- Please refer to “[Vacation Accrual Rates](#)” for rate accruals. Accrual rate is based on a full-time 12 month per year, 37.5 hours per week work schedule. Accrual rates changes per years of service. *Vacation accrues* in hours at the *end of each month*.
- There is a *maximum of two years* of accumulated vacation hours.
- *Probationary employees are not allowed* to use vacation leave accumulated.
- Absences are reported each month in hours through [Classified Employee Absence Affidavit Form](#) available in the District Portal website.
- Upon retirement/separation of employment, employees are paid for unused vacation leave hours.

### **C) Other**

- There are 16 days of [negotiated paid holidays](#) per fiscal year.
- *Catastrophic leave program* allows employees to donate one sick leave day per fiscal year to an employee who has been diagnosis with a life threatening medical condition.
- Compensation time accumulated allowed is up-to 50 hours at any given time. Additional hours earned each month will be used or paid as overtime. At the end of each fiscal year, the accumulated compensation time is paid out to you. See [Frequently Asked Questions](#) and [Timesheet for Over Time/Comp Time](#).